

RELIGIOUS ACCOMMODATIONS PROCEDURE

Policy and Procedure for Requesting Absences and Modifications for Religious Reasons

POLICY STATEMENT

PCOM does not tolerate discrimination on the basis of age, race, sex, color, gender, gender identity and expression, national origin, ethnicity, ancestry, sexual orientation, religion, creed, disability, genetic information, marital status, pregnancy, military and military veteran status or any other legally protected class in all its programs, activities, and employment practices.

PCOM respects the religious diversity of its students and will attempt to grant absences and make reasonable accommodations whenever possible.

PROCEDURES FOR REQUESTING ABSENCES AND REASONABLE MODIFICATIONS DURING THE DIDACTIC PORTION(S) OF THE CURRICULUM

1. Requests for absences or reasonable modifications due to religious observance can be requested by using the Request for Religious Accommodation Form found on *MyPCOM*. The request must be made in writing and must be in advance of the religious observance or obligation. The Equity and Title IX Team (Equity and Title IX Manager and Equity Coordinator) will review all religious accommodation requests and may do so in conjunction with Student Affairs for brief absences or observances.
2. Students must submit the completed form and you will receive a response from either the Equity and Title IX Team (or in some cases a Student Affairs representative on their respective campus).
3. If the request is approved, the Equity and Title IX Team (or Student Affairs) will notify the student in writing and set up a plan of action.

Failure to follow the procedures set forth in this policy with regard to a request for an absence will result in an unexcused absence. The consequences of unexcused absences will be determined by each Course Director.

Decisions Regarding Requests

The following factors will be considered when determining requests for absence or modification due to religious belief/practice.

Factors being considered will include but not be limited to:

- Sincerely held religious belief;
- Whether granting the accommodation will fundamentally alter academic program requirements.

Appealing a Decision

When a request for an accommodation during the didactic portion of the curriculum is denied, the student may submit a written appeal of the decision to the Provost.

Procedure for Requesting Absence and/or Modification during the Clinical/Experiential Portion(s) of the Curriculum

Students should contact the Equity and Title IX Manager for any requests for absences and reasonable modifications during their clinical, internship, practicum, and/or experiential portion of their curriculum. The Equity and Title IX Manager can be contacted at titleixcoordinator@pcom.edu. (titleixcoordinator@pcom.edu)